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| Opening Date: | November 14, 2013 | Closing Date: | December 3, 2013 |
| Job Title: | Budget Analyst | Position Type: | Regular Full Time |
| PIN: | 074742 | FLSA Status: | Exempt |
| Location: | Administrative Office of the Courts-Budget & Finance Department Annapolis, Maryland | Grade/Salary Range: | J12 \$42,308 - \$50,468 (Depending on Qualifications) |
| | | Financial Disclosure: | Yes |

Regular State employees subject to promotion/demotion policy

Essential Functions: Responsible for the formulation, justification, presentation, and execution of specific Judiciary program budgets as well as with the overall Judiciary budget, and. Ensures that funds for the provision of services are obtained and managed consistently with all State and Federal guidelines, and overall Judiciary goals through the execution and monitoring of expenditures and budget appropriation; the formulation and justification of the budget requests; and the presentation and preparation of responses to inquiries. Approves requisitions to ensure proper coding and funding. Tracks requisitions and POs issued. Reviews expenditures for year-end closing. Performs monthly statistical budget analysis and financial projections. Identifies budget deficiencies. Ensures accuracy and completeness of financial data. Participates in financial projections. Coordinates, reviews, and makes recommendations on budget requests. Provides technical budget guidance. Analyzes/reconciles personnel data. Maintains records for auditing. Provides management with updates. Prepares and presents financial analysis. Keeps abreast of trends in budget management. Performs other duties as assigned

Education: Bachelor's degree in Accounting, Finance or related field.

Experience: Three years of experience in budget, accounting, or finance.

Preferred: Knowledge of State Accounting, Finance and Budgeting policies and procedures. Exposure to the State of Maryland's HOB0 and FMIS Systems.

Skills/Abilities: Knowledge of accounting and budgeting procedures, governmental accounting and budgeting, and fiscal analysis techniques. Knowledge of State accounting, finance and budgeting policies and procedures. Knowledge of Generally Accepted Accounting Principles (GAAP), GASB Government Accounting and Financial Reporting Standards, and the State's accounting/financial practices and the budget and legislative process. Knowledge of Financial Management Information Systems (FMIS), Hand on Budget Office (HOB0), PeopleSoft Financial System, AS400 Financial System, IBM Content Manager for iSeries (Visual), Microsoft Office (to include Excel), and RAPOR. Ability to structure and communicate material effectively both orally and in writing, including group presentations. Ability to take action, institute new approaches, and anticipate potential areas of concern. Ability to interpret vast amounts of data, variables, incomplete data and unknowns. Ability to establish and communicate a shared vision/goal. Strong analytical, interpersonal and communication skills. Ability to perform all essential functions of this position.

Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) or resume and cover letter stating position title. Materials must be received in the Human Resources office at the address below. The Human Resources Department does not accept faxes and will not be responsible for applications/resumes sent to any other address.

Maryland Judiciary, HR Department
580 Taylor Ave., Bldg. A-1
Annapolis, MD 21401
Email: jobs@mdcourts.gov (Zip files not accepted)

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States Citizens or eligible to work in the United States.